

Please inform us if you require assistance in filling out an application or taking a pre-employment test.
Individuals with disabilities should request reasonable accommodations in accordance with the
Americans with Disabilities Act prior to testing or appointment.



CITY OF BRANSON, MISSOURI

Human Resources Department

110 W. Maddux Street, Suite 315
Branson, MO 65616

Telephone: (417) 337-8555 Website: www.bransonmo.gov

Fax: (417) 337-5466 Email: HR@bransonmo.gov

Position Applying for:

A separate application is required for each position.

INSTRUCTIONS TO APPLICANT: Type or print legibly while completing all pages of this application. Please **SIGN AND DATE THE LAST PAGE**. The application and any supplemental information become the property of the City of Branson. Mail, fax, email or deliver your completed application to the City of Branson Human Resources Department.

1. NAME: LAST FIRST MIDDLE

2. TELEPHONE: Home
(Area Code)

3. TELEPHONE: Work/Day Time
(Area Code)

4. TELEPHONE: Cell/Other
(Area Code)

5. Personal Email Address:

This is how we will contact you with any notifications.

6. ADDRESS: Number & Street

City

State

Zip Code

7. **Last four digits** of
SOCIAL SECURITY NUMBER
(for identification purposes):

— — — —

8. Type of employment desired:

Full-Time: __ Part-Time: __ Temporary: __

Date Available: _____

9. Some positions require that applicants meet a minimum age requirement due to legal and/or safety reasons.

(Please circle which age category fits you.)

13 or under 14-15 16-17 18-20 21 or older

10. Are you authorized to work in the United States? YES: _____ NO: _____

11. How did you find out about the position? _____

*If you found out from a newspaper or website, **please specify which one.***

12. Do you have any relative(s) working for the City, serving on the City's administrative boards or City Board of Aldermen?

YES: _____ NO: _____

If yes, give name(s) and department(s): _____

13. Have you ever served in the military or been a member of the National Guard or Reserves?

YES: _____ NO: _____

The City of Branson is proud to support the Missouri Show-Me Heroes Program and commits to include Missouri Veterans and/or members of our National Guard or Reserves among those being considered for employment. Also, the Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to people who are at least 40 years of age.

14. Have you ever been employed by the City of Branson? YES: _____ NO: _____

If yes, Dates employed: _____ Department: _____

15. Name, City and State of High School Attended: _____

Did you graduate or obtain equivalency diploma? YES: _____ NO: _____

VOCATIONAL EDUCATION (BUSINESS SCHOOL, TRADES SCHOOL, SERVICE SCHOOLS, ETC)

COLLEGE AND UNIVERSITY (UNDERGRADUATE, GRADUATE, PROFESSIONAL)

NAME AND LOCATION	COURSES OF STUDY	DIPLOMA, CERTIFICATE, OR DEGREE RECEIVED	CREDIT HOURS EARNED

NOTE: IF THE JOB POSTING FOR WHICH YOU ARE APPLYING HAS SPECIFIC EDUCATIONAL AND/OR TRAINING REQUIREMENTS, YOU MUST PROVIDE OFFICIAL TRANSCRIPTS, DIPLOMAS, AND/OR CERTIFICATES. Copies of official transcripts are acceptable with the initial application; however, official transcripts may be required during other phases of the selection process. All application materials, including transcripts, become property of the City of Branson and will not be returned.

16. Please list all licenses and/or certifications required for the desired position. Please include license number(s), expiration date(s), and certification period(s) if applicable:

17. Have you ever been convicted of, plead guilty, been found guilty, or received a Suspended Imposition of Sentence ("SIS") for any federal, state or municipal criminal offense? (This includes ALL TRAFFIC VIOLATIONS for which you have paid fines.)

YES: _____ NO: _____ (If YES, list complete conviction record—use additional sheets, if necessary.)

DATE: _____ OFFENSE: _____ LOCATION: _____

Please check one: Misdemeanor: _____ Felony: _____

EXPLANATION (Please give full details):

Answering "yes" to question 17 above will not automatically disqualify you from consideration. The City will consider the nature of the offense in relation to the job for which you are applying. The City will also consider your record since the offense was committed.

18. Have you ever been involuntarily terminated or "fired" from a job (or given the opportunity to resign in lieu of termination) for poor performance, for violation of a policy or rule, or for misconduct or undesirable behavior? NO: _____ YES: _____

Have you ever abandoned a job (i.e., 'walked off' the job, no call-no show, or quit showing up with no notice, etc.)?

NO: _____ YES: _____ (If answering "yes" to either, provide details in the Reason for Leaving section for any such employer)

19. In the spaces below, list your complete employment record for the past 15 years. Include military and past volunteer work if applicable. Begin with your present or most recent position and continue in descending order. If the vacancy announcement includes an experience requirement, **be sure to show clearly that you meet such requirement.** If more space is needed, attach separate sheet(s) to this application. *A résumé is not a substitute, but may be included with your completed application.*

May we contact your current employer? YES: _____ NO: _____ Comments: _____				
#1: Employer:			Hours worked per week	
Supervisor's Name, Title & Contact #			From MO/YR _____	To MO/YR _____
Address			Starting Salary	Final Salary
City	State	Phone	Reason for Leaving	
Your Exact Title		Full Time: _____ Part Time: _____		
Specific Duties				
#2: Employer:			Hours worked per week	
Supervisor's Name, Title & Contact #			From MO/YR _____	To MO/YR _____
Address			Starting Salary	Final Salary
City	State	Phone	Reason for Leaving	
Your Exact Title		Full Time: _____ Part Time: _____		
Specific Duties				
#3: Employer:			Hours worked per week	
Supervisor's Name, Title & Contact #			From MO/YR _____	To MO/YR _____
Address			Starting Salary	Final Salary
City	State	Phone	Reason for Leaving	
Your Exact Title		Full Time: _____ Part Time: _____		
Specific Duties				

#4: Employer			Hours worked per week	
Supervisor's Name, Title & Contact #			From MO/YR _____	To MO/YR _____
Address			Starting Salary	Final Salary
City	State	Phone	Reason for Leaving	
Your Exact Title		Full Time: _____ Part Time: _____		
Specific Duties				
#5: Employer			Hours worked per week	
Supervisor's Name, Title & Contact #			From MO/YR _____	To MO/YR _____
Address			Starting Salary	Final Salary
City	State	Phone	Reason for Leaving	
Your Exact Title		Full Time: _____ Part Time: _____		
Specific Duties				
#6: Employer			Hours worked per week	
Supervisor's Name, Title & Contact #			From MO/YR _____	To MO/YR _____
Address			Starting Salary	Final Salary
City	State	Phone	Reason for Leaving	
Your Exact Title		Full Time: _____ Part Time: _____		
Specific Duties				
#7: Employer			Hours worked per week	
Supervisor's Name, Title & Contact #			From MO/YR _____	To MO/YR _____
Address			Starting Salary	Final Salary
City	State	Phone	Reason for Leaving	
Your Exact Title		Full Time: _____ Part Time: _____		
Specific Duties				

MOTOR VEHICLE RECORDS CHECK

In compliance with guidelines established by our automobile insurance agency, the City of Branson must conduct a Motor Vehicle Records Check on any new employee who will operate a City vehicle as part of their employment. If you do not pass the Motor Vehicle Records Check, you will not be considered for employment. Have you had one or more traffic citations/incidents in the past 3 years? YES: _____ NO: _____ IF YES, NUMBER OF CITATIONS: _____

Have you had any traffic citations/incidents in the past year? YES: _____ NO: _____

Have you had a Driving While Intoxicated, Driving Under the Influence of Drugs, Vehicular Homicide, Leaving the Scene of an Accident or Reckless Driving citation in the past five years? YES: _____ NO: _____

If you answered yes to any of the above questions, please explain:

Do you have a valid Driver's License? YES: _____ NO: _____ State: _____
If yes, please check all that you have: Operators _____ Commercial _____ Chauffeurs _____ Motorcycle _____
Driver's License # _____ Expiration date _____

Name & Address as it appears on your license

Please do NOT attach a copy of your driver's license. A copy may be required during other phases of the selection process.

EQUAL OPPORTUNITY EMPLOYER

The City of Branson is an Equal Opportunity Employer and, therefore, does not discriminate against employees or applicants for employment on the basis of race, color, religion, national origin, sex, military status, age, disability, political opinions or affiliations, genetic information, or any other characteristic protected by law, except that no person shall be employed who advocates or belongs to a group which advocates the violent overthrow of our government.

APPLICANT STATEMENT

I hereby certify that all the statements and answers set forth on the application form and/or my resume are true and complete to the best of my knowledge, and I understand that if prior to employment any such statements and/or answers are found false or that information has been omitted, such false statements or omissions will be just cause for the denial of employment. I also understand that if subsequent to employment any such statements and/or answers are found false or that information has been omitted, such false statements or omissions may be just cause for termination of my employment. Further, I understand that by requesting this information, no promise of employment is being made.

I understand that any material omissions and/or false information I record on the application will be sufficient reason for rejection of this application or termination of my employment. In addition, I authorize and request each and every former employer, school, individual, agency, organization or law enforcement agency to answer any and all questions that may be asked and herewith hold such persons harmless for giving any information within their knowledge or record.

I, the undersigned, do hereby authorize the City of Branson and/or its designated provider to conduct an investigation with respect to my application for employment and my qualifications and fitness for the position for which I have applied and for employment with the City. I release the City, my former employers, and personal references from any liability or damage caused by giving and receiving information or opinions as to my employment or character. Information obtained may include residential, achievement, job performance, attendance, employment history, personal references, credit reports, driving records, and criminal history records.

I agree to hold the City harmless and in no event shall the City be liable to me for special, indirect, or consequential damages for the refusal of employment due to information obtained during my background security check. Any information obtained through former employers and/or personal references will become property of the City of Branson.

As a condition of employment, I agree to submit documents relating to my identity and employment authorization within prescribed time limits in accordance with the Immigration Reform and Control Act of 1986.

I understand that employment with the City of Branson is voluntarily entered into, and I am free to resign from my position at will, at any time, with or without cause. Similarly, the City of Branson may terminate the employment relationship at will, at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. If hired, I understand probationary and temporary employees have no rights to permanent employment or appeal rights if terminated.

THIS FORM IS FOR APPLICATION PURPOSES ONLY AND IS NOT A CONTRACT FOR EMPLOYMENT

A separate application is required for each vacant position. Photocopies of the application are permitted. I understand that applications submitted for the general file and not for a specific position will be kept on active file for one year and can be activated by me when I want to be considered for one specific position by contacting the City of Branson Human Resources Department during the open recruitment period, unless specifically waived in writing.

This application **must be signed and dated** for consideration of employment.

Signature: _____ Date: _____